

ALPHA Services

*“Committed to
Excellence”*

Mission Statement

- “Committed to achieving the best in customer service while providing cost effective and timely solutions for our clients.”





Company History

Company History Cont'd.

- WOMAN-OWNED
- 8(a)
- Minority Small Business
- ALPHA Services established in 1993
- Seventy (70) Employees
- Management & Human Resources Exp.

Company History Cont'd.

- Headquarters in Las Vegas, satellite office in Arlington, VA
- GSA Schedule
 - Professional and Clerical Temporary Services
- IMPACT Card Payment Accepted
- DOD Facility Security Secret Clearance
- Current Database of over 500 professional, technical & office personnel nationwide

What Do We Do?



Administrative Support



ALPHA's Services

- Administrative Support Services
- Temporary, temp-to-perm & vendor-on-premises staffing.
- Management Services
- Information Systems



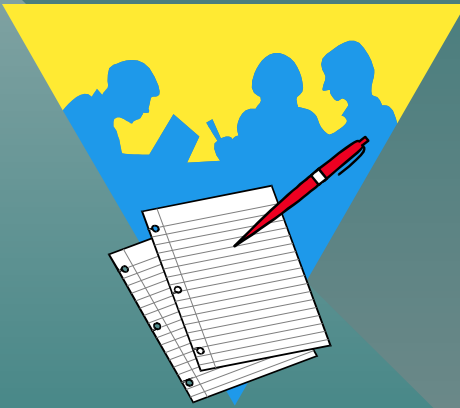
Administrative Support Cont'd.

- Professional, technical & office support
- Library Management
- Archives
- Records Management
- Human Resources Analysis
- Research
- Inventories
- Purchasing

Translations



Training



Conferences/ Workshops



Staffing



- **Professional**



- **Office and Clerical**



- **Labor**



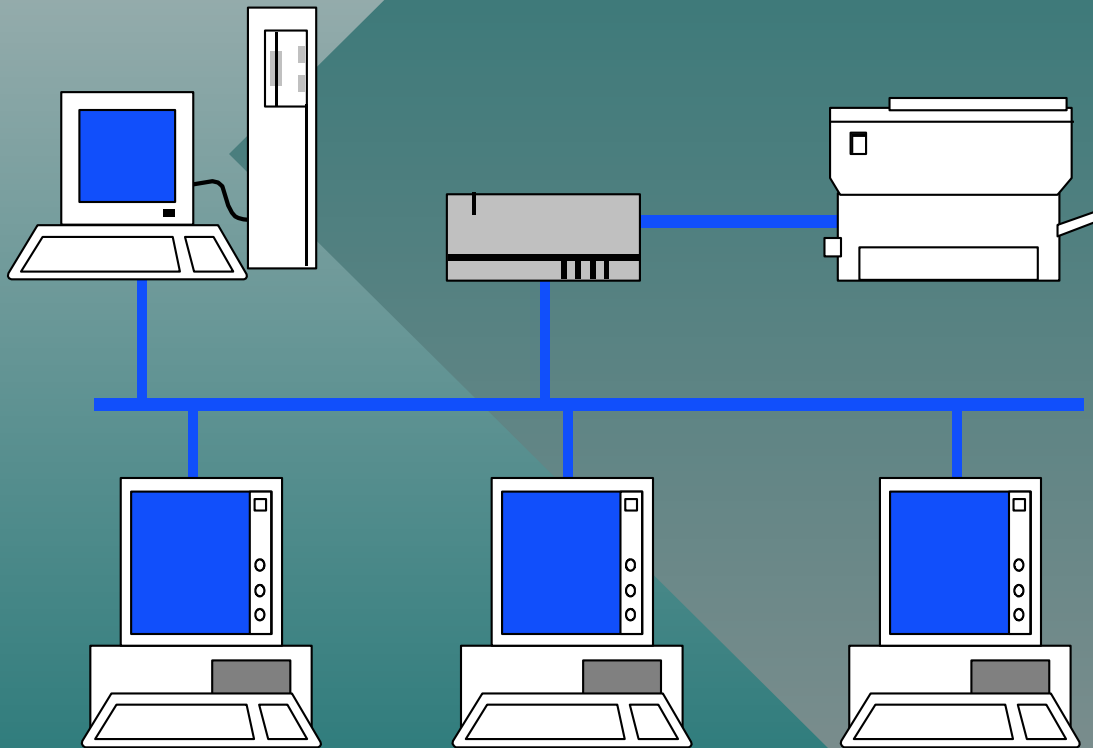
- **Events**



Technolog



- **Database Creation**



- **Database Management**

- **Document Conversion**

Technology Cont'd.

- GIS
- CAD
- Network Administration

Training

- ORIENTATIONS
- SYSTEMS
- PROPERTY
- SAFETY & SECURITY



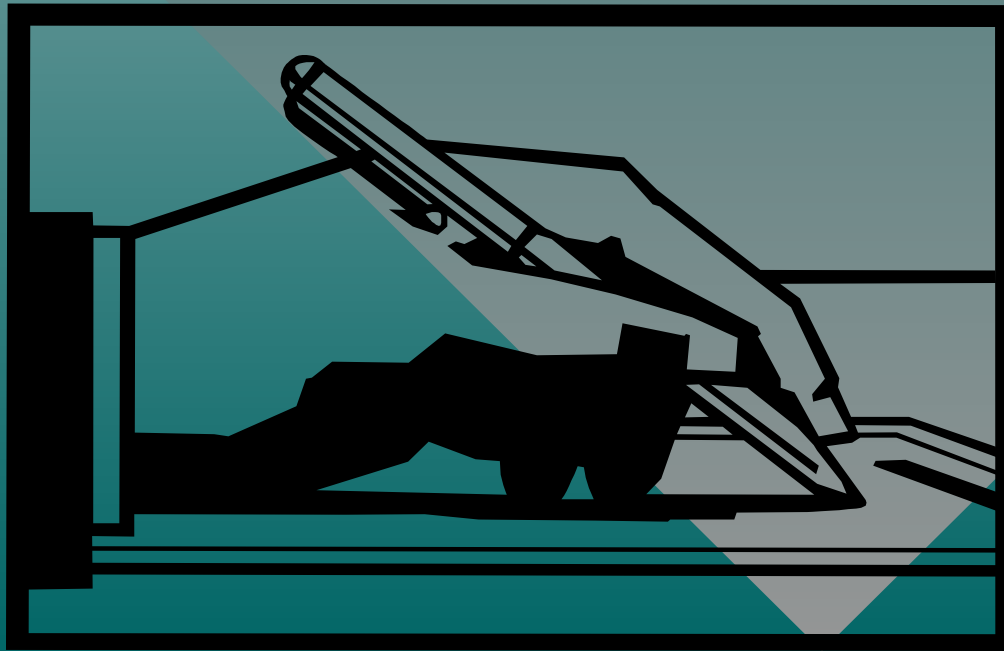
Quality Control

- IDENTIFYING
- CORRECTING
- PREVENTING
- INSPECTIONS
- SECURITY - FACILITY CLEARANCE

SAFETY POLICY

- SAFETY PROGRAM
 - ORIENTATIONS
 - SAFETY TALKS
 - TRAINING
 - INVESTIGATIONS

Role of ALPHA Services



University College Relations Team



**Recruit
Applicants**

**Screen
Applicants**

Place

Manage Internship

- **Transportation**
- **Housing**

Counseling for Successful Internship



Job Placement Assistance



Awards

**1995
Year**

**Nevada's Minority Small Business of the
U.S. Small Business Administration**

**1996
Business**

**Community Achievement Award in
Las Vegas Chamber of Commerce**

1997

**Award for Excellence
U.S. Small Business Administration**

1997

**Minority Business of the Year
Nevada Minority Purchasing Council**

Awards Cont'd.

1998

Alumni of the Year

NAFEO, Grambling State University

2001

Minority Business of the Year

Nevada Minority Purchasing Council

2001

Minority Entrepreneurial Spirit Award

The Las Vegas Chapter, Links Inc.

2001

Regional Supplier of the Year

Nevada Minority Purchasing Council,

NMSDC

ALPHA Services

- “COMMITTED TO EXCELLENCE”